

# Private Investigator & Security Guard Checklist

## 1. Application

- Completed Application
- Passport Quality Photo
- \$300 application fee (\$150 if it application is sent in after October 1, 2022 thru September 30, 2023)

## 2. Supporting Documents

- Criminal Background Checks for each City, County, and State of residence within the past seven (7) years. \*\*
- Fingerprint-Based Indiana State Police Criminal Background check from MorphoTrust USA \*\*
- Notarized personal statement (if answering yes to any of the personal background questions)
- Supporting court documentation for any “yes” answers to the personal background questions.
- Indiana Corporate Filings
- Verification of any out of state licensure (if applicable)

### Verification of Experience:

- Page 3 completed to show a minimum of 4,000 hours of experience
  - o Please ensure it is in “hours” ie;  
“Completed 400 hours in xyz”  
“Completed 1,000 hours in xyz”
- Form DD214 (If applicable)
- Transcripts showing a bachelor level criminal justice degree (If applicable)  
Must be sent directly from the university to our office either by mail or by email.

\*\*Background checks need to be completed no earlier than one month prior to mailing application. Do not send finger print cards with the application. Follow the directions with the Indiana State Police on obtaining background checks. The Indiana State Police Background check will not be sent to Indiana Professional Licensing.\*\*

**\* Applications need to be received in our office and completed with all documents, including background checks, at least one week before the board meeting to be able to go to the board meeting to be reviewed \***